



Financial Reporting

Deadlines & Worksessions

Accounting Policy Meeting
Aug. 22, 2019

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Fiscal Management Division



Deadlines and Worksessions

September 2019

- Sept. 1** • Enter your initial pass-through entries
 - Certify federal schedule and state pass-through via web applications
- Sept. 9** • SRAs with Option 2: enter capital asset and/or long-term liability basis conversion in USAS
- Sept. 10** • Notify your financial reporting analyst which option your agency is taking (**Option 1 –or– Option 2**)
- Sept. 14** • Enter your investment/bank transaction activity in USAS
- Sept. 20** • Certify your physical inventory of capital and controlled assets (Form 73-283)
- Sept. 26** • Enter your interfund activities in USAS
- Sept. 28** • Certify your final federal schedule and state pass-through
 - SRAs with Option 2: certify GR reconciliation and capital asset via web applications
- Sept. 30** • SRAs: complete APS 018 entries in USAS

October 2019



- Oct. 1** • SRAs with Option 2: submit your agency's annual financial report and certify all web applications:
 - Bonds
 - component unit
 - deposit and investment
 - lease
 - long-term liability
 - other notes
 - restatements
 - USAS

- Oct. 20** • Certify capital asset notes via web application

- Oct. 30** • FRAs: complete APS 018 entries in USAS



November & December 2019

Nov. 1 • Certify:

- GR reconciliation
- Final federal schedule
- Consolidated universities: also certify capital asset via web applications

Nov. 20 • Submit your agency's annual financial report and certify all web applications:

- Bonds
- Cash flow
- Component unit
- Deposit and investment
- Lease
- Long-term liability
- Other notes
- Restatements
- USAS

Dec. 20 • Submit your agency's independent auditor's annual financial report

NOTE: If a deadline falls on a weekend, all transactions must be entered by COB on the prior Thursday in order to review the SIRS reports or DAFRs on the prior Friday.



Worksessions

If you are in need of a work session, please schedule a worksession with your [financial reporting analyst](#) as early as possible.

- Work sessions are designed for agency personnel who prepare the AFR and who enter AFR data into USAS. Attendees must have the appropriate USAS security before attending a work session –and– each agency must send all of its attendees to the same work session.
- All work sessions are held at the [Southcliff BuildingPDF](#) at 2015 South IH 35 in Austin. Free parking is available.

Scheduling a Work Session

Use the chart below to choose the work session best suited for your agency.

—No CPE credit will be given for worksessions—

If your agency is athen attend <i>one</i> of these work sessions.
Simplified Reporting Agency Full Reporting Agency submitting early	Tuesday, Sept. 4, 2019 (Room 201E)
Full Reporting Agency not submitting early	Friday, Oct. 11, 2019 (Room 201E)
Institution of Higher Education	Friday, Nov. 1, 2019 (Room 201E)



Questions?

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